

**CITY OF BELMONT
MEMORANDUM**



TO: Planning Commission

FROM: Jennifer Walker, Associate Planner

VIA: Carlos de Melo, Community Development Director

SUBJECT: June 7, 2006 Planning Commission Meeting – Agenda Item 6A
Application No. 05-0062 – 1633 Ralston Avenue
Single Family Design Review

SUMMARY

The applicant requests Single Family Design Review approval to revise a previously approved dwelling to be expanded to 3,899 square-feet. The current proposal would add an additional 130 square feet, resulting in a total of 4,029 square feet that is below the maximum zoning district permitted 4,500 square feet for this site.

RECOMMENDATION

Staff recommends that the Planning Commission **approve** Single Family Design Review subject to the conditions of approval contained in the attached draft resolution*.

BACKGROUND

At the February 7, 2006 meeting, the Planning Commission reviewed and approved a Single Family Design Review request to remodel and expand the existing 1,939 square-foot single-family residence to 3,899 square feet. The applicant has not yet submitted a building permit application for the approved addition.

The lot was established as part of the Carlmont No. 2 Subdivision and the single-family house was built in 1948. There have been no other planning actions for this property.

Upon receipt of the original project application in October 2005, staff was notified that three water quality authorities have discretionary jurisdiction over the subject property given that the rear yard is bisected by Belmont Creek. Staff spoke with representatives from the San Francisco Bay Regional Water Quality Control Board, the California Department of Fish and Game, and the US Army Corps of Engineers and confirmed that based on the project description, no formal agency review would be required. Staff received three recommendations from these agencies to ensure that the project has no impact on the creek, and these recommendations have been included in the conditions of approval (Attachment II).

* Please note: This recommendation is made in advance of public testimony or Commission discussion of the project. At the public hearing, these two factors, in conjunction with the staff analysis, will be considered by the Commission in rendering a decision on the project.

SITE CONDITIONS

The subject property is located in a single-family neighborhood developed with one and two-story single-family homes that utilize a mixture of stucco and wood exterior finishes. The 12,277 square-foot lot fronts onto Ralston Avenue and slopes downward towards the rear with a 12% slope. As discussed earlier, the rear yard area is bisected by the Belmont Creek. The site is developed with a single-story single-family dwelling with an attached garage.

The site includes landscaped areas for the front and rear yards that include a lawn and ornamental shrubs. There is an 18-inch willow tree in the westerly side yard area and one 5-inch maple tree at the front of the residence. An 8-inch wide magnolia tree exists at the front of the property, adjacent to Ralston Avenue. A 6-foot tall metal fence is located in the rear yard separating Belmont Creek from the rest of the property, and a 6-foot tall wood fence runs along the side property lines.

The driveway in the front yard measures approximately 38 feet in depth and 21 feet in width. There is an existing open concrete patio at the rear of the residence. A concrete walkway runs along the front of the residence leading from the front entry to the westerly side yard area.

PROJECT ANALYSIS

Existing Dwelling Floor Area/Layout

The existing 1,939 square-foot residence consists of a living room, kitchen, dining room, two bedrooms, and one bathroom. This dwelling also includes an attached 476 square-foot two-car garage, with interior dimensions of 16 ft. by 27 ft. that contains a half bathroom.

Proposed Dwelling Modifications – Main Lower Level and Garage

The proposed revision would increase the lower floor by an additional 130 square feet, resulting in a total addition of 533 square feet at the lower level that includes the following:

- Increasing the interior dimensions of the garage to a conforming 20.5 foot by 21 foot two-car garage by removing a portion of the existing interior foyer and dining room, increasing the total size of the garage from 476 to 547 square feet (71 square-foot net increase);
- Expanding the existing Kitchen and creating a new dining room to replace the room lost by the garage expansion, and enlarging the existing bathroom;
- Adding an additional bedroom at the rear house such that the number of bedrooms at the lower level increases from two to three. (This bedroom constitutes the additional floor area proposed by the current request).
- An enlarged covered porch at the primary entry, approximately 125 square feet in area that does not count towards total floor area.

Second Story Addition

The revised Single Family Design Review request would not alter the previously approved 1,557 square foot second-story addition that consists of:

- A master bedroom suite (with a walk-in closet and full bathroom);
- Three bedrooms (one of which is labeled as a multi-purpose room on the plans), all with closet/storage areas; and
- One full bathroom.

Seven total bedrooms (five bedroom net increase) would result from the proposed remodel/addition.

Dwelling Floor Area Summary	
Proposed Square Footage	Proposed Modifications/Additions
<u>Main Ground Floor Level</u> Existing – 1,939 square feet Proposed Addition – 533 sq. ft. Total – 2,472 square feet	A complying two-car garage, expanded kitchen and full bathroom, new dining room, new bedroom.
<u>Proposed Second Level</u> Proposed Addition – 1,557 square feet	A master bedroom/bath suite with walk-in closet, three bedrooms, one full bathroom, and a stairway.
Existing Floor Area – 1,939 square feet Proposed Additions – 2,090 square feet Total = 4,029 square feet	

Exterior Materials/Colors

The existing single-story house is clad in light beige stucco exterior walls with a brick veneer on portions of the building facade. Windows and doors are framed in wood that is painted white. The house has a composition shingle roof.

The proposed second story addition would be clad in wood siding painted light beige (Classic) to match the exterior color of the existing residence. New windows would have a wood trim and will be painted off-white. New porch columns would also be painted white. The applicant proposes a deep burgundy accent color for the window shutters and front door. The existing chimney would be extended up beyond the second story and would utilize brick to match the existing brick material. The new composition shingle roof would be taupe (Elk Prestique). The building colors and materials are illustrated on the sample sheet.

Groundwork and Landscaping

The existing wood fencing running along the side property lines would remain and will be repaired as needed. The metal fence in the rear yard separating the main property area from the Belmont Creek will also remain. A new 4-foot tall stucco wall is proposed along the front property line and along the front 42 feet of both side property lines. The stucco wall will be painted taupe to match the residence and the design incorporates 5-foot tall brick columns spaced every six feet with a decorative cap on top of both the wall and the columns. An existing

concrete walkway leading from the primary front entrance to the side yard will be removed and replaced with on-grade slate stepping-stones. The existing driveway will be replaced with a decorative stamped and colored concrete driveway in the same location. A new covered porch at the front entry is proposed that will result in the removal of an existing 5-inch wide maple tree, and a new wood trellis is proposed over the existing concrete patio at the rear of the residence.

The site landscaping would not change significantly. Most of the existing lawn at the front of the property would be retained along with all existing front yard shrubbery. The existing 8-inch wide magnolia tree located at the front property line would be removed and to mitigate this tree removal the applicant proposes three new 24-gallon trees, including two ash trees and one maple tree. The trees would be located in the existing landscaped area along the front of the property. No modifications to the rear or side yard landscaping are proposed.

PROJECT DATA

Criteria	Existing	Proposed	Required or Max. Allowed
Lot Size	12,277 sq. ft.	No Change	21,780 sq. ft.
Slope	12%	No Change	No Change
FAR	0.158	0.328	0.366 (based on 4,500 s.f. max for R-1H Zone)
Square Footage	1,939 sq. ft.	4,029 sq. ft.	4,500 sq. ft. max.
Parking	Non-conforming Two-car garage (16 ft. x 27 ft.) Two uncovered	Two-car garage (20.5 ft. x 21 ft.) Two uncovered	Two-car garage (20 ft. x 20 ft.) Two uncovered
Setbacks:			
Front	38.6 ft.	No change	15-30 ft.
Side (east)	6 ft.	Existing 6 ft. – No Change Addition – 8.3 ft.	8.3 ft.
Side (west)	11.58 ft.	No change	8.3 ft.
Rear	58.6 ft.	52 ft.	30 ft.
Driveway length	38.6 ft.	No change	18 ft.
Height	19 ft.	27 ft.	28 ft.

GENERAL PLAN CONFORMANCE

The proposed addition for the single-family residence does not change the land use of the site. The residence is in conformance with the low-density residential general plan designation.

ZONING CONFORMANCE

The proposed addition for the single-family residence does not change the land use of the site. The residence is in conformance with the permitted uses set out in Section 4.2.1, *Permitted Uses [in Residential Districts]*.

Section 8.1.4 of the BZO provides as follows:

There shall be provided and maintained not less than four vehicle spaces – two (2) automobile garage spaces and two (2) spaces which need not be covered – for each dwelling unit in any one or two family structure when any of the following occurs:

- *600 or more square feet of gross floor area is added to the dwelling*
- *Any floor area modification that results in a dwelling becoming 3,000 square feet or larger*
- *Any floor area modification that results in an increase in the number of bedrooms from three or fewer to four or more*
- *More than one bedroom is being added to such dwelling unit*

The proposed project would add 2,090 square feet to the existing 1,939 square foot residence, thereby increasing the total floor area to 4,029 square feet. The project would also increase the number of bedrooms from two to seven. The applicant is proposing to enlarge the existing non-conforming garage so that it provides fully complying internal dimensions (20.5 by 21 feet) to accommodate two parking spaces. The driveway complies with the minimum requirements for two uncovered parking spaces.

Section 9.7.1 (f) of the BZO provides as follows:

Permitted in Any Yard: Fences, walls or lattice-work screens having a height of not more than six feet above any portion of the adjoining ground level, provided that no such fence, wall lattice-work screen or any hedge shall exceed three and one half feet in height when located in any front setback area within 40 feet of a street intersection.

The applicant is proposing to install a new wall along the front property line, adjacent to the Ralston Avenue right-of-way, and also running along the front 42 feet of both side property lines. The walls will be 4 feet in height, sheathed in stucco and painted taupe to match the color of the residence. The wall design incorporates approximately 5-foot tall brick columns located every 12 feet. Both the stucco wall and the columns will have a decorative cap on top, consistent with design requirements in the BZO and Municipal Code.

The proposed additions meet all other setback, height, FAR, and permitted use regulations of the R-1B zoning district.

NEIGHBORHOOD OUTREACH

The applicant reports performing neighborhood outreach as detailed in the Neighborhood Outreach Strategy attached to this report (see Attachment III). The property owners report informing all residents within 300 feet of the subject property by mailing letters to each house announcing an open house on Saturday, October 1, 2005. The applicant reports that 3 neighbors from nearby homes attended the open house and had no adverse comments (see sign in sheet). Staff has not received any responses to the public notice as of the writing of this report. The applicant appears to have achieved the outreach strategy tasks.

ENVIRONMENTAL CLEARANCE (CEQA)

The proposed addition to the single-family home is categorically exempt from the provisions of the California Environmental Quality Act by provision of Section 15301, Class 1 (e) (2) (A & B):

“Additions to existing structures provided that the addition will not result in an increase of more than 10,000 square feet if:

(A) The project is in an area where all public services and facilities are available to allow for maximum development permissible in the General Plan and

(B) The area in which the project is located is not environmentally sensitive.

The proposed project meets these requirements for CEQA exemption.

SINGLE FAMILY DESIGN REVIEW EVALUATION

The Belmont Zoning Ordinance establishes the following findings for the review of single-family residential projects (Section 13 A.5 (A-H)). Each finding is listed below with staff's analysis of whether this project meets each finding in the affirmative.

- A. *The buildings and structures shown on the site plan are located to be consistent with the character of existing development on the site and in the neighborhood, as defined; minimize disruptions of existing public views; protect the profile of prominent ridgelines.*

The existing single-story residence is located on a gently sloping lot. There are both single and two-story houses located along this stretch of Ralston Avenue. The new second story will not adversely affect any public views or any profiles of prominent ridgelines as the dwelling is located within a developed area and is surrounded by existing homes. There will be no loss of public views as observed from Ralston Avenue. Existing views across the property are of adjacent residential areas. The design, materials and color palette of the proposed remodel and addition are consistent with the established character (wood and stucco exterior designs) of other one and two story homes within the neighborhood. Staff believes this finding can be made in the affirmative.

- B. *The overall site and building plans achieve an acceptable balance among the following factors:*

- (1) building bulk*
- (2) grading, including*
 - (a) disturbed surface area and*
 - (b) total cubic yards, cut and fill*
- (3) hardscape, and*
- (4) tree removal*

Building bulk

The addition of a second story to the home will increase its height and bulk. The second story will be stepped back from the front, side, and rear exterior walls of the existing house. The roof

will be hipped to reduce the building's mass and there will be at least two separate rooflines on each of the four elevations. The building will not exceed the maximum building height of 28 feet. Staff believes that the design results in building bulk comparable to the neighborhood.

Grading/Hardscape

A minor amount of grading (less than 50 cubic yards of cut/fill) is required for the site groundwork including foundations for the lower level additions, and for landscaping. The project does widen the existing concrete driveway by approximately four feet, but the applicant has proposed to remove the existing concrete and replace it with new decorative stamped and colored concrete. The project also includes removal of an existing concrete walkway leading from the front entry to the side yard and replacing it with on-grade slate stepping stones that will provide a more natural setting. Given the decorative and natural design of the additional paved areas, staff believes that the proposed hardscape is appropriate for the single-family use of the property.

Tree Removal

Existing landscaping on the property include trees, shrubs and lawn. The project involves removal of two trees. The first is a non-protected 5-inch wide maple tree located adjacent to residence façade that would conflict with the proposed covered porch. The second is a non-protected 8-inch wide magnolia tree located at the front of the property adjacent to Ralston Avenue. As mitigation for these tree removals, the applicant is proposing three new 25-gallon trees in the front yard area near the front property line, including two ash trees and one maple tree.

All four factors (building bulk, grading, hardscape, and tree removal) appear to be appropriately addressed in the building design and site/groundwork to achieve a complementary balance for the project. Staff believes this finding can be made in the affirmative.

C. All accessways shown on the site plan and on the topographic map are arranged to provide safe vehicular and pedestrian access to all buildings and structures.

The existing driveway has clear access to the Ralston Avenue. The existing driveway will be removed and replaced with a decorative stamped concrete driveway in the same location that is approximately 21 feet wide and 38.5 feet long, providing ample parking and sufficient backup space for vehicles. The front walkway will be removed and replaced with slate stepping stones that will continue to provide pedestrian access to the side yard area. All access points will be safe for pedestrian usage. Staff believes this finding can be made in the affirmative.

D. All proposed grading and site preparation have been adequately reviewed to protect against site stability and ground movement hazards, erosion and flooding potential, and habitat and stream degradation.

The proposed first and second story addition occurs on a gently sloping lot that is already developed. Less than 50 cubic yards of earthwork is required to accommodate the proposed addition and landscape/hardscape improvements. No retaining walls are being proposed, and no modifications are being made to the existing conditions of Belmont Creek at the rear of the

property. The project has been designed to ensure that there is no increase in surface water drainage into Belmont Creek and that existing creek flows are not altered. There are no known geological hazards in the immediate neighborhood of the subject property, and the existing structure and proposed additions are a sufficient distance from Belmont Creek so as to minimize flooding hazards. Staff believes this finding can be made in the affirmative.

E. All accessory and support features, including driveway and parking surfaces, underfloor areas, retaining walls, utility services and other accessory structures are integrated into the overall project design.

The project includes the addition of a covered porch at the front of the house and a new wood trellis over the existing concrete patio at the rear of the house, both of which have been designed to complement the residence. The existing concrete driveway will be replaced with decorative stamped and colored concrete and the concrete walkway leading from the primary front entry to the side yard will be removed and replaced with decorative slate stepping-stones. There are no detached accessory structures located on the subject property. Staff believes this finding can be made in the affirmative.

F. The landscape plan incorporates:

- (1) Native plants appropriate to the site's environmental setting and microclimate, and*
- (2) Appropriate landscape screening of accessory and support structures, and*
- (3) Replacement trees in sufficient quantity to comply with the standards of Section 25 (Trees) of the Belmont City Code*

The proposed changes in the landscaping will be consistent with the existing landscaping on the site and in the neighborhood. A majority of the existing landscape will remain. The project involves the removal of two trees, including a 5-inch maple tree located at the front of the house and an 8-inch magnolia tree that is presently located adjacent to the front property line in a landscaped area. As mitigation for removal of those trees the applicant would install three new 24-gallon trees along the front property line, including two bay trees and one maple tree. These trees would help minimize views of the second story addition from the Ralston Avenue right-of-way. The lawn in the front yard would be retained as well as all other existing site landscaping. Staff believes this finding can be made in the affirmative.

G. Adequate measures have been developed for construction-related impacts, such as haul routes, material storage, erosion control, tree protection, waste recycling and disposal, and other potential hazards.

Project submittal materials indicate that less than 50 cubic yards of cut/fill are required for this primarily second story addition. There is adequate staging room on the property (existing oversized driveway) for site construction, and public works conditions prohibit any work from encroaching into the public right of way. The applicant states that "Best Management Practices" will be strictly adhered to for construction and that efforts will be made to reduce and/or recycle construction waste materials. Review of staging areas, recycling and disposal procedures and adequacy of erosion control measures would be reviewed by the Building Division as part of the building plan check. All construction would be completed in compliance with the Uniform

Building Code and NPDES standards as administered by the City of Belmont. Staff believes this finding can be made in the affirmative.

H. Structural encroachments into the public right-of-way associated with the project comply with the standards of Section 22, Article 1 (Encroachments) of the Belmont City Code.

The proposal does not include any structural encroachments into the public right-of-way. Staff believes finding can be made in the affirmative.

CONCLUSION AND RECOMMENDATION

Based on the analysis and required findings, staff recommends approval of the Single-Family Design Review application with the Conditions of Approval in Attachment II.

ATTACHMENTS

- I. Resolution approving the Single Family Design Review
- II. Conditions of Approval
- III. February 7, 2006 Staff Report and Meeting Minutes
- IV. Applicant's plans, materials board, neighborhood setback calculations, and photos (Commission only)

RESOLUTION NO. 2006-____

RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF BELMONT
APPROVING A MODIFIED SINGLE FAMILY DESIGN REVIEW
FOR 1633 RALSTON AVENUE (APPL. NO. 2005-0062)

WHEREAS, Robert and Sophie Luna, property owners, request Single Family Design Review approval to remodel and expand the existing 1,939 square-foot single family residence to 4,029 square feet, which is below the maximum zoning district permitted 4,500 square feet for this property; and,

WHEREAS, a public hearing was duly noticed, held, and closed on June 7, 2006; and,

WHEREAS, the Planning Commission of the City of Belmont finds the project to be categorically exempt pursuant to the California Environmental Quality Act, Section 15301, Class 1 (e) (2)(a&b); and,

WHEREAS, the Planning Commission hereby adopts the staff report dated June 7, 2006 and the facts contained therein as its own findings of facts; and,

WHEREAS, the Planning Commission finds the required Single Family Design Review Findings, Section 13A.5(A-H), are made in the affirmative as follows:

- A. *The buildings and structures shown on the site plan are located to be consistent with the character of existing development on the site and in the neighborhood, as defined; minimize disruptions of existing public views; protect the profile of prominent ridgelines.*

The existing single-story residence is located on a gently sloping lot. There are both single and two-story houses located along this stretch of Ralston Avenue. The new second story will not adversely affect any public views or any profiles of prominent ridgelines as the dwelling is located within a developed area and is surrounded by existing homes. There will be no loss of public views as observed from Ralston Avenue. Existing views across the property are of adjacent residential areas. The design, materials and color palette of the proposed remodel and addition are consistent with the established character (wood and stucco exterior designs) of other one and two story homes within the neighborhood. This finding is affirmed.

- B. *The overall site and building plans achieve an acceptable balance among the following factors:*

- (1) *building bulk*
- (2) *grading, including*
 - (a) *disturbed surface area and*
 - (b) *total cubic yards, cut and fill*
- (3) *hardscape, and*
- (4) *tree removal*

Building Bulk

The addition of a second story to the home will increase its height and bulk. The second story will be stepped back from the front, side, and rear exterior walls of the existing house. The roof will be hipped to reduce the building's mass and there will be at least two separate rooflines on each of the four elevations. The building will not exceed the maximum building height of 28 feet. Staff believes that the design results in building bulk comparable to the neighborhood.

Grading/Hardscape

A minor amount of grading (less than 50 cubic yards of cut/fill) is required for the site groundwork including foundations for the lower level additions, and for landscaping. The project does widen the existing concrete driveway by approximately four feet, but the applicant has proposed to remove the existing concrete and replace it with new decorative stamped and colored concrete. The project also includes removal of an existing concrete walkway leading from the front entry to the side yard and replacing it with on-grade slate stepping stones that will provide a more natural setting. Given the decorative and natural design of the additional paved areas, staff believes that the proposed hardscape is appropriate for the single-family use of the property.

Tree Removal

Existing landscaping on the property include trees, shrubs and lawn. The project involves removal of two trees. The first is a non-protected 5-inch wide maple tree located adjacent to residence façade that would conflict with the proposed covered porch. The second is a non-protected 8-inch wide magnolia tree located at the front of the property adjacent to Ralston Avenue. As mitigation for these tree removals, the applicant is proposing three new 25-gallon trees in the front yard area near the front property line, including two ash trees and one maple tree.

All four factors (building bulk, grading, hardscape, and tree removal) appear to be appropriately addressed in the building design and site/groundwork to achieve a complementary balance for the project. This finding is affirmed.

- C. *All accessways shown on the site plan and on the topographic map are arranged to provide safe vehicular and pedestrian access to all buildings and structure.*

The existing driveway has clear access to the Ralston Avenue. The existing driveway will be removed and replaced with a decorative stamped concrete driveway in the same location that is approximately 21 feet wide and 38.5 feet long, providing ample parking and sufficient backup space for vehicles. The front walkway will be removed and replaced with slate stepping stones that will continue to provide pedestrian access to the side yard area. All access points will be safe for pedestrian usage. This finding is affirmed.

- D. *All proposed grading and site preparation have been adequately reviewed to protect against site stability and ground movement hazards, erosion and flooding potential, and habitat and stream degradation.*

The proposed first and second story addition occurs on a gently sloping lot that is already developed. Less than 50 cubic yards of earthwork is required to accommodate the proposed addition and landscape/hardscape improvements. No retaining walls are being proposed, and no modifications are being made to the existing conditions of Belmont Creek at the rear of the property. The project has been designed to ensure that there is no increase in surface water drainage into Belmont Creek and that existing creek flows are not altered. There are no known geological hazards in the immediate neighborhood of the subject property, and the existing structure and proposed additions are a sufficient distance from Belmont Creek so as to minimize flooding hazards. This finding is affirmed.

E. All accessory and support features, including driveway and parking surfaces, underfloor areas, retaining walls, utility services and other accessory structures are integrated into the overall project design.

The project includes the addition of a covered porch at the front of the house and a new wood trellis over the existing concrete patio at the rear of the house, both of which have been designed to complement the residence. The existing concrete driveway will be replaced with decorative stamped and colored concrete and the concrete walkway leading from the primary front entry to the side yard will be removed and replaced with decorative slate stepping-stones. There are no detached accessory structures located on the subject property. This finding is affirmed.

F. The landscape plan incorporates:

- (1) Native plants appropriate to the site's environmental setting and microclimate, and*
- (2) Appropriate landscape screening of accessory and support structures, and*
- (3) Replacement trees in sufficient quantity to comply with the standards of Section 25 (Trees) of the Belmont City Code*

The proposed changes in the landscaping will be consistent with the existing landscaping on the site and in the neighborhood. A majority of the existing landscape will remain. The project involves the removal of two trees, including a 5-inch maple tree located at the front of the house and an 8-inch magnolia tree that is presently located adjacent to the front property line in a landscaped area. As mitigation for removal of those trees the applicant would install three new 25-gallon trees along the front property line, including two bay trees and one maple tree. These trees would help minimize views of the second story addition from the Ralston Avenue right-of-way. The lawn in the front yard would be retained as well as all other existing site landscaping. This finding is affirmed.

G. Adequate measures have been developed for construction-related impacts, such as haul routes, material storage, erosion control, tree protection, waste recycling and disposal, and other potential hazards.

Project submittal materials indicate that less than 50 cubic yards of cut/fill are required for this primarily second story addition. There is adequate staging room on the property (existing oversized driveway) for site construction, and public works conditions prohibit any work from encroaching into the public right of way. The applicant states that "Best Management Practices" will be strictly adhered to for construction and that efforts will be made to reduce and/or recycle construction waste materials. Review of staging areas, recycling and disposal procedures and adequacy of erosion control measures would be reviewed by the Building Division as part of the building plan check. All construction would be completed in compliance with the Uniform Building Code and NPDES standards as administered by the City of Belmont. This finding is affirmed.

H. Structural encroachments into the public right-of-way associated with the project comply with the standards of Section 22, Article 1 (Encroachments) of the Belmont City Code.

The proposal does not include any permanent structural encroachments into the public right-of-way. This finding is affirmed.

WHEREAS, the Planning Commission did hear and use their independent judgment and considered all said reports, recommendations and testimony hereinabove set forth.

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission approves the Single Family Design Review to construct a 2,090 square-foot addition to the existing 1,939 square-foot residence for a total of 4,024 square feet at 1633 Ralston Avenue, subject to the attached conditions in Exhibit "A".

* * * * *

Passed and adopted at a regular meeting of the Planning Commission of the City of Belmont held on June 7, 2006 by the following vote:

AYES,
COMMISSIONERS: _____
NOES,
COMMISSIONERS: _____
ABSENT,
COMMISSIONERS: _____
ABSTAIN,
COMMISSIONERS: _____
RECUSED,
COMMISSIONERS: _____

Carlos deMelo
Planning Commission Secretary

EXHIBIT "A"

CONDITIONS OF PROJECT APPROVAL
SINGLE FAMILY DESIGN REVIEW
1633 RALSTON AVENUE (APPL. NO.2005-0062)

I. COMPLY WITH THE FOLLOWING CONDITIONS OF THE COMMUNITY DEVELOPMENT DEPARTMENT:

- A. The following conditions shall be shown on plans submitted for a building permit and/or site development permit or otherwise met prior to issuance of the first building permit (i.e., foundation permit) and shall be completed and/or installed prior to occupancy and remain in place at all times that the use occupies the premises except as otherwise specified in the conditions:

Planning Division

1. Construction shall conform to the plans on file in the Planning Division for Appl. No. 2005-0053 and date-stamped May 16, 2006. The Director of Community Development may approve minor modifications to the plans.
2. All construction and related activities which require a City building permit shall be allowed only during the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday, and 10:00 a.m. to 5:00 p.m. on Saturdays. No construction activity or related activities shall be allowed outside of the aforementioned hours or on Sundays and the following holidays: New Year's Day, President's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day and Christmas Day. All gasoline powered construction equipment shall be equipped with an operating muffler or baffling system as originally provided by the manufacturer, and no modification to these systems is permitted.
3. Prior to issuance of building permits, the property owner shall file with the Director of Community Development, on forms provided by the City, an acknowledgment that he/she has read, understands and agrees to these conditions of approval.
4. In accordance with the Belmont Zoning Ordinance, the permit(s) granted by this approval shall expire one (1) year from the date of approval, with said approval date indicated on the accompanying Planning Commission resolution. Any request for extension of the expiration date shall be made in accordance with the applicable provisions of the Belmont Zoning Ordinance.
5. In the event that this approval is challenged by a third party, the property owner and all assignees will be responsible for defending against this challenge, and agrees to accept responsibility for defense at the request of the City. The property owner and all assignees agree to defend, indemnify and hold harmless the City of Belmont and all officials, staff, consultants and agents from any costs, claims or

liabilities arising from the approval, including without limitation, any award of attorneys fees that might result from the third party challenge.

6. Construction activities shall not result in an increase or alteration of existing flows into the creek, and no construction debris/materials shall be placed into the creek bed.
7. The proposed addition shall not result in an increase or alteration of storm water drainage into the creek bed.
8. No existing native vegetation within the creek area shall be removed.

Building Division

1. Prior to any construction, the applicant or a designated representative shall obtain all of the required building permits for the project. The applicant will be required to provide a construction and demolition recycling plan as a condition of the building permit. The Building Department will inspect for compliance with this plan. The conditions of approval for this permit also require the applicant to perform all work in conformance with the NPDES requirements.

II. COMPLY WITH THE FOLLOWING CONDITIONS OF THE PUBLIC WORKS DEPARTMENT:

- A. The following conditions shall be shown on plans submitted for a building permit and/or site development permit or otherwise met prior to issuance of the first building permit (i.e., foundation permit) and shall be completed and/or installed prior to occupancy and remain in place at all times that the use occupies the premises except as otherwise specified in the conditions:
 1. Streets, sidewalks and curbs in need of repair within and bordering the project shall be repaired and/or removed and replaced in accordance with the Department of Public Works approved standards. Photographs or video of before condition are recommended.
 2. Roof leaders and site drainage shall be directed to the City stormwater drainage system. A dissipator box or other energy reduction method shall be used.
 3. The boundaries of a FEMA special hazard flood zone shall be shown on the grading and drainage plan.
 4. A residential driveway approach shall be installed in accordance with Department of Public Works approved standards.

5. Roof downspout systems shall be designed to drain into designated, effective infiltration areas or structures (refer to the Bay Area Stormwater Management Agencies Association (BASMAA) Start at the Source Design Guidance Manual for Stormwater Quality Protection [available from BASMAA @ 510-622-2465]).
- B. The following conditions shall be met prior to the issuance of the first building permit (i.e., foundation permit) and/or site development permits except as otherwise specified in the conditions.
1. The property owner/applicant shall apply for and obtain temporary encroachment permits from the Department of Public Works for work in the City public right-of-way, easements or property in which the City holds an interest, including driveway, sidewalk, sewer connections, sewer clean-outs, curb drains, storm drain connections, placement of a debris box.
 2. Property owner/applicant shall apply for and obtain a grading permit from the Department of Public Works. The grading permit fee is based on the total amount of earth moved including cut and fill.
 3. All or a portion of the proposed improvements are located within a FEMA special flood hazard area. The applicant shall provide certification to the Public Works Department that the proposed construction meets all the FEMA requirements for construction within a flood zone.
 4. Verify location of utility meters, valves, back flow preventers, and hydrants with appropriate utility company. Show relationship of each to site improvements, such as retaining walls.
 5. The owner/applicant shall submit a grading plan prepared by a California-registered Civil Engineer in accordance with City Grading Ordinance, Chapter 9, Section 3 of the City Code, with a grading permit application, for approval by the Department of Public Works and Building Division prior to any grading or clearing being performed on-site.
 - a) The applicant should note that if the proposed grading meets one or more of the criteria outlined in Section 9-23 of the City Code, a Planning Commission review will be required. Caution: If the total grading quantity changes after Planning Commission approval, a new grading approval may be required. The applicant may choose to complete the grading plan and calculations early in the planning process to limit delays in scheduling this review. (See Section 9-28 of City Code for review process). The plan shall incorporate the following restrictions:
 - b) All soils stockpiled on the site during construction shall be covered or otherwise protected from wind and water erosion.

- c) During construction, erosion and sedimentation control plans shall be implemented in order to retain sediments on-site.
 - d) Site grading and finished construction shall be designed and executed in such a manner as to avoid diverting runoff onto other properties.
 - e) Restrictions and recommendation of the Geologic and Soils report as approved by the City's Geologist.
6. The owner/applicant shall submit a dust control plan for approval by the Department of Public Works. To reduce dust levels, exposed earth surfaces shall be watered as necessary. The application of water shall be monitored to prevent runoff into the storm drain system. Spillage resulting from hauling operations along or across any public or private property shall be removed immediately. Dust nuisances originating from the contractor's operations, either inside or outside of the right-of-way shall be controlled.
7. The owner/applicant shall perform a video inspection of the sewer lateral from the house/building to the sewer main, submit the inspection to the Department of Public Works for review and make any necessary repairs to the lateral.
8. Applicant shall install the sanitary sewer connection in accordance with Department of Public Works approved standards and pay the applicable sewer connection fee.
9. If PG&E is requiring the developer to put in the gas and/or electrical connection, then the developer must submit plans for the encroachment to the Department to Public Works.
10. The applicant shall submit an erosion and sedimentation control plan describing Best Management Practices (BMPs) to be used to prevent soil, dirt, and debris from entering the storm drain system. The plan shall include the following items:
- a) A site plan showing the property lines, existing and proposed topography, and slopes; areas to be disturbed, locations of cut/fill and soil storage/disposal area; areas with existing vegetation to be protected; existing and proposed drainage patterns and structures; watercourses or sensitive areas on-site or immediately downstream of project; and designated construction access routes, staging areas and washout areas.
 - b) Erosion and sediment controls to be used during construction, selected as appropriate from the California Regional Water Quality Control Board, San Francisco Bay Region Erosion and Sedimentation Control Field Manual (available from: Friends of the San Francisco Estuary, P.O. Box 791, Oakland, CA 94604-0791.
 - c) Methods and procedures to stabilize denuded areas and install and maintain temporary erosion and sediment control continuously until permanent erosion controls have been established.

- d) Provision for preventing erosion and trapping sediment on-site, such as sediment basins or traps, earthen dikes or berms, fiber rolls, silt fence, check dams, storm drain inlet protection, soil blankets or mats, covers for soil stock piles and/or other measures.
 - e) Provisions for installing vegetative cover in disturbed areas, including areas to be seeded, planted, and/or mulched, and types of vegetation proposed.
 - f) Provision for diverting on-site runoff around exposed areas and diverting off-site runoff around the project site (e.g., swales and dikes).
 - g) Notes, specifications, and/or attachments describing the construction, operation and maintenance of erosion and sediment control measures, including inspection frequency; methods and schedule for grading, excavation, filling clearing of vegetation and storage and disposal of excavated or cleared material; types of vegetative cover and mulch, including methods and schedules for planting and fertilization; and provisions for temporary and permanent irrigation.
- 11. All plans shall conform to the requirements of the City NPDES stormwater discharge permit and the San Mateo Stormwater Pollution Prevention Plan (STOPPP). The project plans shall include permanent storm water quality protection measures. The project plans shall identify Best Management Practices (BMPs) appropriate to the uses to be conducted on-site to effectively prohibit the discharge of pollutants with storm water run-off. A Maintenance and Operation Agreement shall be prepared by applicant incorporating the conditions of this section.
 - 12. All landscaping shall be maintained and shall be designed with efficient irrigation systems to reduce runoff, promote surface filtration, and minimize the use of fertilizers, herbicides and pesticides.
 - 13. For stream erosion control, the stormwater discharge must pass through an erosion control structure such as an energy dissipater or other form of outlet protection prior to entering the stream. Bioengineered controls shall be used for stream bank protection as feasible.
 - 14. No wastewater (including equipment cleaning wash water, vehicle wash water, cooling water, air conditioner condensate, and floor cleaning washwater) shall be discharged to the storm drain system, the street or gutter.
 - 15. The owner/applicant shall provide a plan showing all the site improvements and utility trench locations. The plan shall indicate the location of all the protected trees and protection fences on site. No utility trench shall encroach within the protection fence areas.
- C. The following conditions shall be met prior to occupancy except as otherwise specified in the conditions.

1. After the City permits are approved but before beginning construction, the owner/applicant shall hold a preconstruction conference with Building and Public Works Department staff and other interested parties. The developer shall arrange for the attendance of the construction manager, contractor, and all subcontractors who are responsible for grading and erosion and sedimentation protection controls.
2. The property owner/applicant shall apply for and obtain an administrative permanent encroachment agreement from the Department of Public Works, for placement of non-standard materials (i.e., brick pavers) within the public right-of-way.
3. Failure to comply with any permit condition may result in a “Stop Work” order or other penalty.
4. Grading shall be performed in accordance with the City Grading Ordinance, Chapter 9 of the City Code. Soil or other construction materials shall not be stockpiled in the public right-of-way unless an encroachment permit is obtained from the Department of Public Works. Grading shall neither be initiated nor continued between November 15 and April 15. Grading shall be done between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday unless otherwise specifically authorized by the Director of Public Works. The Stormwater Pollution Prevention Program Best Management Practices (BMPs) for construction shall be implemented to protect water quality.
5. The owner/applicant shall ensure that applicable Best Management Practices (BMPs) from the San Mateo Stormwater Pollution Prevention Program (STOPPP) are followed to prevent discharge of soil or any construction material into the gutter, stormdrain system or creek.
6. The owner/applicant shall ensure that all construction personnel follow standard BMPs for stormwater quality protection during construction of project. These includes, but are not limited to, the following:
 - a. Store, handle and dispose of construction materials and wastes properly, so as to prevent their contact with stormwater.
 - b. Control and prevent the discharge of all potential pollutants, including solid wastes, paints, concrete, petroleum products, chemicals, washwater or sediment, and non-stormwater discharges to storm drains and watercourses.
 - c. Use sediment controls, filtration, or settling to remove sediment from dewatering effluent.
 - d. Do not clean, fuel, or maintain vehicles on-site, except in a designated area in which runoff is contained and treated.

- e. Delineate clearing limits, easements, setbacks, sensitive or critical areas, buffer zones, trees, and drainage courses with field markers or fencing.
 - f. Protect adjacent properties and undisturbed areas from construction impacts using vegetative buffer strips, sediment barriers or filters, dikes, mulching or other measures as appropriate.
 - g. Perform clearing and earth moving activities only during dry weather (April 15 through November 14).
 - h. Limit and time applications of pesticides and fertilizers to prevent polluted runoff.
 - i. Limit construction access routes and stabilize designated access points.
 - j. Do not track dirt or other materials off-site; clean off-site paved areas and sidewalks using dry sweeping methods.
7. If construction is not complete by the start of the wet season (November 15 through April 15), prior to November 15 the developer shall implement a winterization program to minimize the potential for erosion and sedimentation. As appropriate to the site and status of construction, winterization requirements shall include inspecting/maintaining/cleaning all soil erosion and sedimentation controls prior to, during, and immediately after each storm event; stabilizing disturbed soils through temporary or permanent seeding, mulching, matting, tarping or other physical means; rocking unpaved vehicle access to limit dispersion of mud onto public right-of-way; covering/tarping stored construction materials, fuels, and other chemicals. Plans to include proposed measures to prevent erosion and polluted runoff from all site conditions. As site conditions warrant, the Department of Public Works may direct the developer to implement additional winterization requirements.

III. COMPLY WITH THE FOLLOWING CONDITIONS OF THE POLICE DEPARTMENT:

- 1. All activities shall be subject to the requirements of the Belmont Noise Ordinance.
- 2. No debris boxes or building materials shall be stored on the street.
- 3. Flag persons shall be positioned at both ends of blocked traffic lanes.
- 4. 24-hour written notice to the Police Department is required before any lane closure.

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IV. COMPLY WITH THE FOLLOWING CONDITIONS OF THE SOUTH COUNTY FIRE
AUTHORITY:

1. Address numbers shall be illuminated and visible on all new buildings. Rear
addressing is/may also be required. Size of lettering and illumination shall meet
South County Fire Standards.

Certification of Approved Final Conditions:

Jennifer Walker, Associate Planner

Date